



**Personnel**

**ADMINISTRATIVE PRACTICES FOR SALES,  
SOLICITATIONS, AND SPECIAL EVENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ ARPC/MS (Lt Col R. Brown)  
Supersedes ARPCI 36-3101, 29 March 1999

Certified by: HQ ARPC/CV (Col E. A. Porter III)  
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This instruction provides information, guidelines, responsibilities, requirements, and mandatory procedures for sales, solicitations or special events held at Headquarters Air Reserve Personnel Center (ARPC). It is directive in nature and applies to everyone involved in such activities at ARPC.

***SUMMARY OF REVISIONS***

This revision changes offices symbols. It adds AFI 34-223, Private Organization (PO) Program as a reference. Direction is now included to refer to AFI 34-223 when determining what is the acceptable frequency of fund raising events.

**1. References:**

- 1.1. AFI 36-3101, *Fund raising Within the Air Force*.
- 1.2. AFI 65-603, *Official Representation Funds-Guidance and Procedures*.
- ★ 1.3. AFI 34-223, *Private Organization (PO) Program*.

**2. Definition of Terms.**

- 2.1. "Commercial sales" include sales for profit by businesses and business persons.
- 2.2. "Fund raising sales" include sales by persons or organizations conducted for the purpose of raising funds for the organizations or charity.
- 2.3. "Off-the-job solicitations" include fund raising efforts by approved private voluntary charitable organizations whose needs are not accommodated by Combined Federal Campaign (CFC) or Air Force Assistance Fund (AFAF).
- 2.4. "On-the-job solicitations" include the CFC, the AFAF, and other official campaigns authorized by DoD or HQ USAF. On-the-job solicitations are authorized by and approved and conducted according to AFI 36-3101.

2.5. "Sales" include soliciting for the sale of and the selling of merchandise, services or other commercial products whether or not for profit by individuals or organizations, whether or not organization connected.

2.6. "Solicitations" are requests for contributions on behalf of an organized campaign to raise funds for charitable purposes or organizations.

2.7. "Special events" include non-routine events such as ceremonies, festivals, sporting events, celebrations, conferences, campouts, private association gatherings, ARPC picnic, etc. It is understood that sales or solicitations may occur as part of a special event.

2.8. "Temporary food facilities" are those that operate intermittently or for a limited time only (for example, at sporting events, carnivals, craft fairs, etc.).

### 3. Procedures.

3.1. Request to conduct sales, solicitations, or special events at HQ ARPC must be submitted in writing for coordination and staffing through the HQ ARPC/JA, AAFES, Building Store (Post 2F16), ARPC/MS, ARPC/MSL, ARPC/CCE, and ARPC/CV on an Air Force Form 1768, **Staff Summary Sheet**. Requests should be submitted not less than 30 days, but not more than 6 months before the requested activity in order to permit staffing and action by the vice commander. The exception to this applies only to reservations for the ARPC Holiday Party, the AFA band, and conferences sponsored by ARPC that may require a year or more notice. Government resources will not be used to prepare requests submitted by private organizations or individuals outside HQ ARPC. (See **attachments 1 and 2** for sample format for requesting approval.)

3.2. Requests to conduct sales, solicitations and/or special events will include the following information:

3.2.1. Name of the person or organization which desires to conduct the sales, solicitations and/or special event.

3.2.2. The charitable purpose for which it is being conducted.

3.2.3. Where, on what dates, and what times the proposed sale, solicitations and/or special events would take place.

3.2.4. Explanation of how funds derived will be distributed.

3.2.5. Whether out-of-the-organization participants would be involved.

3.3. The offices stated on the AF Form 1768 will review the request, determine what support the organization will be able to provide and ensure there is no conflict with other activities.

### 4. General Policies.

4.1. Requests to conduct off-the-job solicitations that do not comply with AFI 36-3101 will not be approved.

4.2. Fund raising sales generally may not use government equipment or supplies.

4.3. Individuals conducting a fund raising sale should be in leave status or off-duty.

4.4. Requests to conduct sales, solicitations, or special events in support of agencies included in the CFC will not be approved.

4.5. Requests to conduct off-the-job or on-the-job solicitations or fund raising sales are not authorized during the CFC and/or AFAF drive.

4.6. Requests to conduct gambling activities will not be approved. Gambling can be defined as “paying money to take a chance to win a prize” (raffles).

4.7. Soliciting gifts from contractors or local businesses will not be authorized.

★4.8. Requests to conduct food sales may be permitted. Such food sales will not include the sale, or resale of the same brand-name items sold by AAFES or Building Store, unless purchased through said outlets or approved by said outlets.

4.9. Requests to operate a temporary food facility will normally be approved, subject to the following restrictions:

4.9.1. It is permissible for food items to be prepared on location of the temporary food facility provided the menu is limited to simple items that can be prepared within a few minutes, in small batches and served quickly to consumer while still hot. Examples of foods appropriate to be served include hamburgers, hot dogs, specialty sausages, sloppy joes, chili, nachos, etc.

★4.9.2. Items that require refrigeration, such as potato salad, macaroni salad, egg salad, meat salads, puddings, pies, and custards containing eggs, milk, or mayonnaise, will not be included on the menu. If such items are going to be sold, a caterer with a current Board of Health certificate must prepare them. Under no circumstances will such items be prepared in the home or work area and then sold at the temporary food facility.

4.9.3. All participants at sales, temporary food facilities, or special events handling non-wrapped food items must wear surgical gloves/food handler gloves and those wearing gloves will not handle money.

4.9.4. Food sales may not be held in the second floor break area at post 2-F-16 or within 200 feet of the Building Store or any AAFES facility.

★4.10. Requests to distribute flyers throughout HQ ARPC duty sections or via e-mail will not be authorized. Advertising of sales, solicitations or special events will be presented in the Public Affairs daily announcements or displayed on bulletin boards at the discretion of bulletin board owners. All flyers, posters, etc., displayed for an approved event must be removed and properly discarded within 24 hours after completion of the event.

4.11. The letter approving sales, solicitations, or special events must be readily available for display to all ARPC personnel.

★4.12. The frequency of fund raising events is governed by AFI 34-223.

KIRK A. JAMISON  
Chief, Systems Services Division  
Directorate of Communications  
and Information

**Attachment 1—REQUEST TO CONDUCT SALE/SOLICITATION/SPECIAL EVENT  
(Sample)**

**Attachment 2—Tab 1 – FUND RAISER ACTIVITIES (Tab Sample to AF Form 1768)**

## Attachment 1

## REQUEST TO CONDUCT SALE/SOLICITATION/SPECIAL EVENT (Sample)

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE	Surname	GRADE AND DATE		
1	ARPC/JA	Coord				6	ARPC/CCE Coord
2	AAFES	Coord				7	ARPC/ CV Sign
3	BLDG Store	Coord				8	
4	ARPC/ MS	Coord				9	
5	ARPC/ MSL	Coord				10	
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL		PHONE		TYPYST'S INITIALS
TSgt Joe Smith			JAR		6-6396		js
SUBJECT							DATE
Dining Out - Fund-raisers							29 Apr 01
<p><b>SUMMARY</b></p> <p>1. The Dining-Out Committee would like to sponsor several fund-raisers for the upcoming Dining-Out. Tab 1 is a listing of each fund-raiser and the tentative date, time, and location. The money raised will be split between the Dining-Out and Picnic Committees and will be used toward both functions to help defray the cost of the meal ticket.</p> <p>2. <b>RECOMMENDATION:</b> CV approve the proposed fund-raisers.</p> <p>JOE SMITH, TSgt USAF Fund-raising Committee Coordinator</p> <p>1 Tab Proposed Fund-raisers</p>							

**Attachment 2****Tab 1 – FUND RAISER ACTIVITIES (Sample to AF Form 1768)**

27 May 01 - Brat sale, 1100-1300 hrs, located across the parking lot in front of Gilchrist Bldg (Rain Date 28 May 98).

18 Jun 01 - Bagel sale, 0730-1030 hrs, located in Gilchrist Bldg, third floor break area.

16 Jul 01 - Baked Potato sale, 1100-1300 hrs, located in Gilchrist Bldg, third floor break area.